

SECTION C- DESCRIPTION/ SPECS. /WORK STATEMENT

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INTRODUCTION

This contract is a joint effort between the Bureau of Land Management (BLM) and the Southwestern Region of the Forest Service (FS). Throughout this Statement Of Work (SOW), the words "Requesting Agency" mean BLM, Southwestern Region of the FS, and any other Federal agency requesting work through this contract.

This section presents a general SOW for engineering, scientific, and technical services to support the land management efforts of the Requesting Agency. Reference to a particular type of study, report, or investigation also refers to any portion of such a study, report or investigation.

The Requesting Agencies anticipate that most of the services requested under this contract will be related to agency hazardous materials responsibilities. While not all inclusive, the Requesting Agencies anticipate that the majority of work will occur primarily in the States of Alaska, Arizona, California, Colorado, Idaho, Kansas, Montana, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, and Wyoming.

a. Federal Statutes. Principal Federal statutes that may apply to this contract include the following and all appropriate amendments:

- The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA);
- The Resource Conservation and Recovery Act (RCRA);
- The Toxic Substances Control Act (TSCA);
- The Solid Waste Disposal Act;
- The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA);
- The Emergency Planning and Community Right-to-Know Act (EPCRA);
- The Occupational Safety and Health Act (OSHA);
- The Clean Air Act (CAA);
- The Pollution Prevention Act (PPA);
- The Clean Water Act (CWA);
- The Safe Drinking Water Act (SDWA);
- The National Environmental Policy Act (NEPA);
- The Federal Facilities Act (FFA);
- The Federal Land Policy and Management Act (FLPMA);
- The National Forest Management Act of 1976;
- The 1872 Mining Law (Mining Law);
- The Mineral Leasing Act (MLA);
- The Oil Pollution Act of 1990 (OPA);
- The Antiquities Act of 1906;
- The Historic Buildings and Antiquities Act of 1935;
- The National Historic Preservation Act of 1966;
- The Endangered Species Act of 1973;
- and others.

A Requesting Agency must be ready to respond to these and other statutes. In carrying out any activities under this contract, the Technical Assistance Contractor (TAC) must be aware that the potential impact on human, fauna, and

flora populations in the environment must be considered. Special consideration must be given to sensitive environments.

The TAC shall, at its own expense, stay current on EPA and State guidance on the above Federal statutes. The citations in this SOW are for illustration purposes, only. Given the complexities of the environmental field, any particular task order (TO) may involve many different authorities and guidance documents.

b. Acronyms. Acronyms commonly found in this document are:

ARAR	Applicable or Relevant and Appropriate Requirements
BLMBLM	United States Department of Interior, Bureau of Land Management
CAD	Computer Aided Design
CFR	Code of Federal Regulations
CO	Contracting Officer
COR	Contracting Officer's Representative
CRP	Community Relations Plan
DOT	Department of Transportation
EA	Environmental Assessment
EE/CA	Engineering Evaluation/Cost Analysis
EIS	Environmental Impact Statement
EPA	U.S. Environmental Protection Agency
FS	United States Department of Agriculture, Forest Service
HRS	Hazard Ranking System
NCP	National Contingency Plan
NRDA	Natural Resource Damage Assessment
OSC	On-Scene Coordinator
PA	Remedial Preliminary Assessment
PRP	Potentially Responsible Party
QA/QC	Quality Assurance/Quality Control
RI/FS	Remedial Investigation/Feasibility Study
ROD	Record of Decision
RPA	Removal Preliminary Assessment
RSI	Removal Site Investigation
SAP	Sampling and Analysis Plan
SE	Site Evaluation
SI	Remedial Site Investigation
SOP	Standard Operating Procedure
SOW	Statement of Work
TAC	Technical Assistance Contractor
T&E	Threatened and Endangered
TO	Task Order
TM	Task Order Manager

Requirements of this SOW which are more stringent than previously cited laws will prevail unless changed through modification of this contract. If the requirements are shown, through notification by a regulatory agency, to be in conflict with cited statutes, modification of the SOW will be discussed with the Task Manager(TM) and Contracting Officer's Representative(COR).

c. Quality Control. To insure that all regulations are complied with, the TAC will allow Requesting Agency representatives inspection and audit access to all sites and facilities owned or used by the TAC, or over which the TAC has control, in the performance of actions required by this

contract. These inspections and audits will take place at the Requesting Agency's discretion.

The TAC shall coordinate and cooperate with Requesting Agency Law Enforcement Officers conducting criminal and civil investigations at the site, as required.

All projects will be negotiated before starting work. The TAC shall provide all appropriate labor, equipment, materials, supervision, and transportation needed to carry out the work described in the specific project TO. This includes completion of any necessary, regulatory documents, such as waste manifests; selection of samples; coordination with appropriate State agencies and local authorities having jurisdiction; and selection, as needed, of certified testing laboratories; etc.

DESCRIPTION OF SERVICES PROVIDED BY THE TAC

a. Management Plans.

The TAC shall provide the following Management Plans that establish the methods and procedures for the work to be performed under this contract. These plans will provide the standards by which all actions shall be conducted, unless specifically modified in the specific TO. The Contract Management Plan, Programmatic Health and Safety Plan and the Records Management Plan must be completed and submitted to the Contracting Officer (CO) no later than 15 days after the award of the contract. These plans will be reviewed by the CORs and comments provided to the TAC within 30 days of the receipt of the plans. Revised Plans must be submitted to the CO no later than 7 days after the receipt of comments from the CORs. References to the TAC's standard operating procedures (SOPs) may be used if the SOPs are applicable and copies are submitted with the plans. The Contract Management Plan and the Records Management Plan will be approved by the Requesting Agencies. The Requesting Agencies do not approve contractor Health and Safety Plans. The TAC shall not deviate from the approved plans without prior approval of the CO or his delegatee.

Site specific plans may be required on a TO by TO basis. These plans will be reviewed and approved as required in the TO.

All management plans must be modified and submitted to the CO or his delegates for approval whenever there are changes in laws or regulations that affect procedures or methodologies established in the plans.

Other types of Management Plans may be required by the Requesting Agency on a case by case basis.

1. Contract Management Plan. This plan must address the contract management procedures to ensure that the requirements of this SOW will be properly implemented. The plan must include, but is not limited to proof of employee training by name related to the work to be conducted under this SOW; proof of up-to-date TAC liability insurance; proof that the liability insurance will remain in effect for the duration of the contract; organizational charts for the company; list of subcontractors to be used; monthly progress reports, vouchers and notifications of 75% expenditure; and Quality Assurance/Quality Control (QA/QC) procedures for both the TAC and any subcontractors.

2. Sampling and Analysis Quality Assurance Plan. This plan must address, but is not limited to, sampling field procedures; sample chain of custody; sample transport and preservation procedures; equipment calibration and maintenance procedures and frequency; analytical procedures; data reduction, validation, and reporting; internal quality control checks; performance and system audits; preventive maintenance procedures; data assessment for precision, accuracy, and completeness; corrective action procedures; and quality assurance reporting procedures.

3. Transportation and Disposal Plan. This plan must address, but is not limited to, the following aspects of the transport and disposal of hazardous material and non-hazardous material such as investigation derived waste: the handling, packing, and labeling of hazardous material; the loading, transporting, intermediate storing, and disposing of hazardous material; handling and disposal of non-hazardous waste; contractor evaluation and auditing of subcontractors (including methodologies and frequency).

4. Records Management Plan. This plan shall include a description of the record keeping system to be used; a description of invoicing; data storage; QA/QC data and chain-of-custody tracking for samples; and other documentation and communication procedures that will be used to track and record Requesting Agency materials removed from Requesting Agency sites, including surcharge schedules for dated material.

5. Spill Prevention, Control, and Countermeasures Plan. This plan shall detail the response procedures for releases caused by the contractor or subcontractor.

6. Program Health and Safety Plan. This plan must address the programmatic procedures and methodologies used to protect public and personnel (including Requesting Agency and subcontractor personnel) health and welfare associated with or affected by any actions covered by this SOW.

7. Site Specific Health and Safety Plan. This plan must address the site specific procedures and methodologies used to protect public and personnel (including Requesting Agency and subcontractor personnel) health and welfare associated with or affected by any actions covered by this SOW.

b. Services to be Provided.

The TAC shall provide all labor, tools, materials, equipment, and any other items and services necessary to provide the following in a safe and efficient manner:

1. Project Support. The TAC shall become familiar with all background materials related to proposed projects. In addition, the TAC shall be knowledgeable in the areas of Federal, State, and local regulations, and laws pertinent to the proposed contracting. The TAC shall provide technical support to a Requesting Agency in reviewing or developing:

(a) Statements of Work. Writing the technical sections of sows for, but not limited to, the following; to conduct Removal Preliminary Assessments (RPAs), to conduct Remedial Preliminary Assessments

(Pas), to conduct Removal Site Investigations (RSI), and to conduct Remedial Site Investigations (SI), to conduct Engineering Evaluation/Cost Analysis (EE/CAs), to conduct Community Relations Plans (CRP), to conduct Remedial Investigation/Feasibility Study (RI/FSSs), to conduct Records of Decision, to conduct Environmental Assessments (EA), to conduct Environmental Impact Statements (EIS), to conduct Natural Resource Damage Assessments (NRDA), to conduct Site Evaluations (SES), to conduct Inventories, to conduct Resource Studies, and etc.

(b) Review of Work by Others. Including, but not limited to preparation of construction sampling and testing; the review of the technical portions of work done by the Requesting Agency, another contractor, another agency, or Potentially Responsible Party (PRP).

(c) Construction Documents. Including, but not limited to, drawings and specifications for selected removal or remedial actions that could be advertised for construction bids. Design analysis shall include identification of required permits, identification of cleanup standards and testing procedures to use in determining when the cleanup standards are met; and identification of required operation and maintenance activities and methods to guarantee their implementation.

(d) Technical Oversight During Construction and Investigative Studies. Including, but not limited to, providing technical assistance and advice during construction and investigations, and serving as an on-site inspector during construction and investigations; providing fully qualified personnel for technical work, including on-site surveillance of work carried out by other contractors, private parties or agencies. TAC personnel shall act as advisors to the agency project manager. The TAC will be familiar with any agency or EPA Guidance (Superfund Removal Procedures Removal Response Reporting: POLREPS and OSC Reports; OSWER Directive 9360.3-03).

2. Technical Evaluations and Expert Witnesses. The TAC shall provide the Requesting Agency with all engineering, scientific, and technical assistance service and support for CERCLA Activities; RCRA, NEPA, FLPLMA, SDWA, the Mining Law, and other Statutes, as requested. This may include but not be limited to reviewing and/or preparing timely oral and written technical evaluations of, and recommendations concerning, all data, including data validation; interim, draft and final reports; plans and specifications; proposals; change orders; and amendments pertinent to the project. The TAC may serve in the capacity of an expert witness in matters connected to the project, as requested.

3. Audits and Assessments. The TAC shall provide Requesting Agency with assistance in auditing or assessing compliance with RCRA, CERCLA, EPA's Contract Laboratory Program, OSHA rules, or other Federal rules or regulations, or appropriate State and local requirements. This may include a request to update product formats and procedures and conduct appropriate audits and assessments.

(a) Land Transfer Assessments. Including, but not limited to, conducting Phase I and Phase II Assessments for real estate transactions, as requested.

(b) Environmental and Safety Audits. The TAC shall be knowledgeable in audit and assessment procedures currently used by the Requesting Agency and be prepared to develop and conduct environmental and safety audits of facilities or areas, including development of recommendations, action plans, and preliminary cost estimates to correct any deficiencies, as requested.

(c) Other Audits and Assessments. Including, but not limited to, TSDF, Laboratory, or Concessionaire Audits, as requested.

4. Cost-Estimating Handbook. The TAC shall provide requested engineering, scientific, and technical support to revise and update the cost-estimating handbook for RPAs; PAs; RSIs; SIs; interim measures; removal actions; remedial actions; ecological evaluations including Natural Resource Damage Assessments (NRDA); risk assessments (human and environmental); EAs; EISs; and treatability studies. The TAC shall update and improve the current handbook. This handbook will be updated based on the most current market and industry practices, tailored to land management agency types of projects. Handbook interpretation and training may also be requested.

5. Information Line. The TAC shall provide a telephone and fax quick-reference information line for questions from Requesting Agency offices on hazardous materials issues, if required.

6. Site Investigations and Reports. The Requesting Agency may require various types of site investigations under CERCLA, RCRA, or other authorities. These investigations have common features and differences as specified in the governing regulations, and appropriate guidance documents for each type of investigation. Further, the regulated agencies, EPA and state agencies may have specific regional or local requirements that must be incorporated in the investigation. The Requesting Agency may have additional regulatory requirements. Types of investigations and reports include, but are not limited to:

(a) Inventory, and Site Screening. The TAC may be asked to inventory and develop a database of potential or actual RCRA, CERCLA, or other resource sites which may include but not be limited to, dumps, landfills, abandoned or inactive mines, or other land-use activity areas. Inventory may be restricted to existing information or may require field verification. The TAC may be asked to develop "screening criteria" to evaluate all sites with the information available and note sites that do not pose an RCRA or CERCLA risk.

(b) Preliminary Assessments. Work under this task will involve the completion of a narrative report according to EPA's latest guidance (Guidance for Performing Preliminary Assessments Under CERCLA, EPA/540/G-91/013), any EPA or State required forms, or any additional requirements stated in the TO. This work includes both Removal PAs and Remedial PAs, as specified in the TO.

(c) Site Inspections. Site inspections may be requested at sites previously investigated by the TAC or other sites identified by the EPA, State, or Requesting Agency. The SI further characterizes the nature of the problem at the site, provides a database sufficient to decide what actions to undertake next, if any, and possibly obtains information needed to conduct and document an accurate Hazard Ranking System (HRS) scoring. Work

under this task will be done in accordance with EPA's latest guidance (Guidance for Performing Site Inspections Under CERCLA; EPA/540/R-92/02), any EPA or State required forms, or additional requirements stated in the TO; work may include Removal Site Inspections and Remedial Site Inspections.

(d) Site Ranking Systems. The TAC may be asked to prepare a PA-Score, or a Pre-Score, or conduct a Hazard Ranking Analysis following current EPA Guidance (Hazard Ranking System Guidance Manual; EPA/940/R-92/026).

(e) Sampling and Analysis Plans. The TAC will prepare necessary Sampling and Analysis Plans for EPA approval. Current guidance can be found at Sampling Procedures: Compendium of ERT Ground Water Sampling Procedures, EPA/540/P-91/007; Compendium of ERT Soil Sampling & Surface Geophysics Procedures, EPA/540/P-91/006; Compendium of ERT Surface Water & Sediment Sampling Procedures, EPA/540/P-91/005; Compendium of ERT Waste Sampling Procedures, EPA/540/P-91/008. Removal Program Representative Sampling Guidance Volume I-Sd1 (PB92-963408; Representative OSWER Directive No. 9360.4-10, Nov. 1991, Quality Assurance/Quality Control Guidance for Removal Activities - Sampling QA/QC Plans and Data Validation Procedures (EPA/540/G-901004).

(f) Applicable or Relevant and Appropriate Requirements (ARARS). The TAC may be asked to develop a list of ARARs for a site. These ARARs shall address Federal, State, local, and agency requirements. The TAC will follow U.S. Environmental Protection Agency's (EPA)'s latest guidance (Superfund Removal Procedures Guidance on the Consideration of ARARs During Removal Actions, EPA/540-P-91/011; and Draft ARARs Handbook for Removal Actions, September 1993). The TAC may be asked to evaluate whether a waiver of a particular ARAR should be sought for that particular project. The TAC shall also be familiar with EPA guidance documents concerning other laws (CERCLA Compliance with Other Laws Manual, EPA/540/G-89/006; and CERCLA Compliance with Other Laws Manual: Part II. Clean Air Act and other Environmental Statutes and State Requirements, EPA/540/G-89/009).

(g) Engineering Evaluation/Cost Analysis (EE/CA). The TAC may be asked to prepare an EE/CA that identifies various removal alternatives, compares the alternatives, and then recommends an appropriate removal action. The latest EPA guidance will be followed as a guide (Guidance on Conducting Non-Time Critical Removal Actions under CERCLA; EPA/540/R-93/057) and any other State, local, or agency requirements.

(h) Remedial Investigations/Feasibility Studies. The TAC may be asked to conduct an RI/FS; the Remedial Investigation should collect data necessary to adequately characterize the site for developing and evaluating effective remedial alternatives; the Feasibility Study should ensure that the appropriate remedial alternatives are developed and evaluated such that relevant information concerning the remedial-action options and cost estimates can be presented to a decision-maker and an appropriate remedy selected; the latest EPA Guidance will be followed (Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, EPA/540/G-89/004; Data Quality Objectives for Remedial Response Activities, EPA/540/G-87/003), along with any other requirements specified in the TO, or in any other state, local, or agency requirements.

(i) Site Evaluations. The TAC may be asked to conduct SEs [which for the purposes of this contract are field investigations which can not be characterized under the usual RCRA, CERCLA, NEPA or NARDA labels] under specified standards, if requested.

7. Community Relations Plans. The TAC may be asked to develop a Community Relations Plan (CRP) for a site. The CRP may be based on interviews with local residents, and State and local officials. Guidance for a CRP can be found in Community Relations in Superfund: A Handbook (EPA, 540/R-93/057). The CRP shall also meet any requirements specified in the TO or in any other State, local, or agency requirements.

8. Potentially Responsible Party Activities. The TAC shall provide technical support and services to the Requesting Agency by completing an investigation of PRPs at hazardous material sites or by reviewing and advising the Requesting Agency of steps necessary to complete such a search. The Requesting Agency regards owners, operators, generators, and transporters as PRPs as defined in Section 107(a) of CERCLA. PRP activities include:

(a) Potentially Responsible Party Searches. The PRP search will generally consist of some combination of the tasks explained in OSWER Directive 9834.6 entitled "Potentially Responsible Party Search Manual, August 1987" and any requirements specified in the TO or in any other State, local, or agency requirements.

(b) Determination of Financial Viability. The TAC shall determine the financial viability of PRPs, as requested.

9. Natural Resource Damage Activities. Work under this task requires knowledge and understanding of the Department of Interior Regulations regarding NRDAs (43 CFR Part 11), and the Department of Commerce Regulations regarding NRDAs under the Oil Pollution Act (15 CFR 990). NRDAs include:

(a) Injury Scoping and Preassessment Screens. The TAC shall rapidly assemble and review available information for scoping potential injuries to natural resources or resource services, and the TAC shall report the information sufficiently to allow the authorized official to decide whether an NRDA should be pursued.

(b) Natural Resource Damage Assessment, Plan, and Implementation. The TAC shall prepare the assessment plan, the study plans and the assessment reports, and conduct the assessment consistent with the above regulations along with any other requirements specified in the TO or in any other State, local, or agency requirements, as required.

10. Other Agency Support. The TAC shall provide requested services to other Federal agencies under this contract as requested by either BLM or the FS. Due to land ownership patterns, management concerns, history, or other factors, BLM and the FS may request assistance for another Federal agency. BLM and FS Region III do not anticipate soliciting other agency work.

11. Computer Modeling. The TAC shall provide technical, scientific, and engineering support for evaluating, planning, developing,

costing, using, and reporting on computer models used in projects and related activities during investigative processes, if required.

12. National Environmental Policy Act. The TAC shall provide support to Requesting Agency National Environmental Policy Act activities, as requested. Analysis of public comments; alternatives; and mining, manufacturing, or commercial processes, installations or waste management are the most common services anticipated.

13. Other Activities. The TAC shall conduct various studies or tasks not included in the above-listed tasks, as requested. Some of these studies, tasks, and services may result from changes in statutes, regulations, guidance, or policy. Also, requests from regulatory agencies or Requesting Agency management for information may require work not addressed above. The TAC may be requested to complete various types of studies, reports, oral/written presentations, field work, training materials, classes and other activities, as requested.

ADMINISTRATIVE REQUIREMENTS

Unless specified differently in an individual TO, the following will apply to all work performed under this contract:

a. General.

All plans, reports, and documentation must be legible and reproducible, clearly labeled, arranged in the order specified, paginated, completed with all required information, and submitted to the COR and TM on schedule. The TAC shall provide products to a Requesting Agency in useable digital format, e.g., versions of Word, WordPerfect, Windows, and graphic programs etc., as specified. Data from project data collection may be requested in digital format in specified spreadsheet or database form. Section c .1. below sets forth the general database format required unless otherwise specified. All deliverables shall be distributed to a Requesting Agency as specified in each TO. All letters, reports and other contractor products shall specify the task name and task order number.

b. Automated Comment System. The TAC shall be capable of providing an automated comment collection and response system. An automated system should be able to categorize and respond to non-unique comments and to identify those comments that are unique and require a response. This system would be used only for a project expected to generate large numbers of public comments.

c. Reports.

The Requesting Agency and possibly EPA, State agencies, and PRPs will be given the opportunity to review and comment on deliverables before the final is submitted. The TAC will respond to all review comments by either incorporating them into the final product or explaining why the comment was not incorporated. All reports become the sole property of the Government, and may be used in part or in their entirety, at the Requesting Agency's discretion.

1. Format. All reports will be submitted to the Requesting Agency on a project-specific basis, in 8-1/2" x 11" format of reproducible quality, and will contain all appropriate information, data, and

recommendations. All databases will be submitted to the Requesting Agency in ASCII table format, and any software used must be SQL-compliant, unless otherwise required. All reports, letters, and other documents pertaining to this contract shall reference the appropriate TO number.

2. Analysis Reports. Within 5 days after the receipt of analytical results of samples collected during the site investigation, the TAC shall submit to the COR and TM a written analysis report that characterizes the site, summarizes pertinent data, and recommends actions to be taken. If the site poses an imminent threat to the public or the environment, the COR and TM can request a verbal report when information is available regarding the site. Any analytical deficiencies or inconsistencies shall be described by the TAC in the analytical report. Correction of identified deficiencies shall be the responsibility of the TAC.

3. Final Reports. The final report shall be a stand-alone report; letters of clarification to draft reports are not acceptable. The final report shall have a date reflecting the date of its preparation, not the date used for the draft report. The TAC shall supply the COR and TM with the number of copies specified in the TO and a computer disk containing the report in a specified word processing program.

4. Deficient Documents. If submitted documentation does not conform to the above criteria, the TAC shall be required to resubmit such documentation with the deficiency corrected, at no additional cost to Requesting Agency. Whenever the TAC is required to submit or resubmit data because of a deficiency, the data must be clearly marked "ADDITIONAL DATA." A cover letter shall be included which describes what data is being delivered, to which TO it pertains, who requested the data, and the date the data was requested. Data submitted as the result of a deficiency shall be delivered within 30 days after the TAC is notified of the deficiency. Also, see Section E of this contract.

c. Drawing and Mapping Requirements.

1. Drawings. TAC shall provide a complete and comprehensive set of drawings for projects, if required. The set may include subsets of civil, structural, electrical, and mechanical systems. Sheets must be arranged and indexed in an orderly sequence from construction ground plane to completed project.

(a) Size. Drawings shall be plotted on sheets not to exceed 24" x 36". The Requesting Agency may reduce all the drawings using a photo or computer process. All drawings, symbols, lettering, and dimensions shall be of a size to be clear and easily readable after reduction (minimum 1/8" lettering height). Lines on drawings shall be firm and clear, using black lines only. Graphic scales will be provided, and the date and source of any base mapping or photography shall be clearly identified.

(b) Symbols and Cross-References. A legend of all symbols will be provided. Cross-references between drawings and details shall be provided.

(c) Geographic Information. Sufficient cross sections, longitudinal sections, details, etc., shall be provided to clearly depict all aspects of the project; drawings shall be to scale, including equipment.

2. Drafting. All drawings shall be produced using Computer Aided Design (CAD) systems, and shall be compatible with Requesting Agency systems. The CAD systems currently used by the Requesting Agency include: AUTOCAD release Versions 11, 12, and 13. TOs will specify product requirements. Products shall be formatted to operate on IBM-compatible equipment. Drawings shall be transferred on 3-1/2" Diskettes. Two copies of the final disks for each project with all drawings on disks shall be provided.

(a) Plot Material. All drawings shall be plotted with ink on Mylar or vellum, 24" x 36" or 11" x 17".

(b) Symbols. Legend symbols for all drawings shall be provided on a separate disk. A template overlay with plotted symbols for an 11" x 11" digitizer shall be included. Templates shall be 8-1/2"-x 11" in size. Symbols shall have English descriptions. Dimensions will be shown using "Soft Metric" format (standard English and Metric System International equivalents).

(c) System Salient Features. The system shall provide on-screen menus, table menus, and cursor button menus; absolute/relative input; double precision and point floating, eight digits past decimal; user-defined lines and test files; zoom capability 10-to-10th-power-to-one; move and erase capabilities; capability to change text larger or smaller; array of items; script files; capability to draw all drawings with snap-on; object snap, drag shape around, named views for zoom capabilities; rotated grid, isometric planes, and slide presentation capability; mirror image; attribute information for parts, and ability to take part information into spreadsheet for cost analysis; available digitizer for drawings; multiple fonts, user defined; plotter available up to 28" x 38" drawings; and detailed layering for drawings for each project, with all details inserted as blocks.

3. Mapping. The TAC shall assure all map input data meet national mapping standards (including edge-matching across map boundaries, and 40-foot accuracy or better), is spatially correct, and meets Federal Geographic Data Committee standards. Input data must be provided in ARC/INFO import format (ARC/INFO interchange file).

d. Task Orders.

1. Description of Work. The Requesting Agency will notify the TAC in writing of each project under all activity areas, with a description of work that may include an outline of the scope of the project, the project location, a time schedule, the expected results of the completed project, reports, or products to be provided, and as much additional pertinent information as possible, including a statement of any property or information furnished by the Requesting Agency. Projects in some activity areas may be accomplished in one or more phases. Also, a project may involve a single task or part of a single task.

2. Cost Estimate. The TAC shall prepare a cost estimate based upon the written description of work and any necessary discussions and clarifications.

3. Work Plan. The TAC shall provide the Requesting Agency with a work plan within 14 calendar days of issuance of the TO, unless

otherwise specified. The work plan shall include the appropriate safety plan; a statement of how the work will be performed; a listing, along with the qualifications of the personnel (including any subcontractors) that will be working on the project; and a work schedule. Three copies of each work plan shall be submitted.

For phased projects, additional work plans and/or estimates shall be submitted prior to the start of the next phase. All work plans must be approved in writing by the CO or the CO's designee prior to commencement of that phase of the work.

4. Administration. All TOs issued under this contract will be placed by the CO. The TAC shall keep a log of all time and materials expended on each project. If during any phase of any project in any activity, it appears that the actual cost of that phase will exceed the estimate, the TAC shall stop work and notify the CO or the CO's designee. The TAC shall receive approval prior to continuation of the project.

5. Start Work. Work shall begin within 10 days of receipt of signed TO, unless otherwise ordered in the TO.

e. Acceptance of Work. All work shall be accepted by the COR or TM, as specified in the TO. Also, see Section E of this contract.

f. Invoicing and Payment. Shall conform to standard contract provisions. Payment for services rendered under the contract will be made upon Requesting Agency acceptance of services and receipt of the invoice with all required supporting documentation. Also, see Section G of this contract.

PROJECT MANAGEMENT

a. Health, Safety, and Personnel Training. The TAC shall assure that all personnel working as its employees, agents, or subcontractors performing work under this contract have received current training appropriate for them to provide the services. If requested, documentation of current training, medical monitoring, and level of experience of each on-site worker will be submitted to the COR prior to job-site entry by any worker.

1. Monitoring. The TAC shall also conduct all required health monitoring for the TAC's employees associated with the work at Requesting Agency sites, at the TAC's expense.

2. Regulations. The TAC shall comply with all OSHA requirements and appropriate EPA and Department of Transportation (DOT) requirements. In addition to the requirements contained in OSHA 1910.120 and other applicable OSHA requirements, the requirements in 3 and 4 below apply.

3. Personnel Records. The TAC shall furnish a copy of all on-site supervisor's or designated person-in-charge's work history, including background, training, and competency in the work to be performed, as requested, and shall update this history as required.

4. Safety Manager. An employee of the TAC, experienced in site safety, shall be designated Safety Manager. The Safety Manager shall be responsible for the health and safety of the TAC, subcontractors, and

Requesting Agency representatives or regulatory authorities working at the site. A daily meeting shall be held prior to beginning work to assure all planned safety protocols are followed.

b. Site Management. The TAC shall assure that the actions of its employees, agents, and subcontractors on Requesting Agency's administered lands are properly managed at all times. The TAC shall assure that all tools, equipment, materials, and supplies that are or may have been contaminated are either disposed of according to law or decontaminated to concentrations lower than legally acceptable limits before being removed from the Requesting Agency site.

c. Regulatory Approvals. Only expenditures for obtaining, maintaining (including the cost of preparing and filing reports to regulatory agencies), or renewing the regulatory approvals to accomplish the specific TOs shall be charged to Requesting Agency.

The TAC shall obtain and/or prepare all necessary permits, licenses, or other documents necessary to accomplish the prescribed work (reference Permits and Responsibilities Clause, FAR 52.236-7, Section I). Government liability for costs of necessary permits and licenses will be limited to those costs that are project-specific and pertain to permits and licenses obtained after proper approval by the CO of the work plan or other phase of work.

1. Liability. If one or more subcontractors are used, the TAC shall remain liable for compliance and execution of the contract and shall at all time retain the responsibility to assure that all regulatory approvals needed by the subcontractors are valid during the contract period. The COR must be notified of all subcontractors involved with the project or with any actions associated with the project.

2. Compliance. All actions and recommendations submitted by the TAC shall be in strict compliance with CERCLA, RCRA, and all other applicable Federal, State, and local laws and regulations as related to the specific project activity area, including threatened or endangered species protection requirements.

HAZARDOUS MATERIAL SPILLS CAUSES BY TAC

a. Reporting. In the event of any spill of a reportable quantity of a hazardous substance at the site, as defined in 40 CFR 302, the TAC shall notify the required regulatory authorities and notify the COR as soon thereafter as possible.

b. Cleanup. The TAC shall cleanup and be solely responsible for and bear all costs associated with the release of a hazardous material resulting from the TAC's or subcontractor's negligence. The cleanup shall include sampling of the area to determine the extent of contamination, if necessary; preparation of a cleanup program based on the results of the sampling that will be approved by the proper regulatory agency and the COR; removal of contaminated soil; removal of contaminated debris or structures; packaging of hazardous material for transportation; decontamination of equipment and structures; backfilling of excavated area; disposal or destruction of contaminated items; and documenting the completion of the cleanup through a sampling program. All applicable requirements that pertain to handling,

packaging, labeling, storing, transporting, and disposing of hazardous materials shall be followed. Also, see Section H of this contract.